



第2章ミーティング

~ Meeting ~

2-1 発表

~ Presentation ~

はじめのあいさつ

~ Opening talk ~



1. Shall we get started?
 - = Shall we start now?
 - = Shall we start the presentation now?
 - EX) Yes, It's okay.
2. Good morning, everyone.
 - = Good morning, ladies and gentleman.
 - = May I have your attention please.
 - EX) Good morning.
3. Welcome to the presentation of our new product.
 - = I'd like to present to you our new product.
 - = I'd like to welcome you to the presentation of our new product.
4. It's great to see so many of you here.
 - = I'm so happy that you all come here.
 - = I'm delighted to have so many of you here.
5. Thank you for taking time out of your schedule.
 - = I'd like to thank everybody who gave time to come here.
 - = Thank you for sparing your time to come here.
6. I'd like to introduce to you our speaker for today, Mr. Hiroshi Tanaka.
 - = Ladies and gentlemen, our speaker for today, Mr. Hiroshi Tanaka.
7. I'm Hiroshi Tanaka. I work in the Product Development Department.
 - = Thank you everyone. I'm Hiroshi Tanaka of Product Development Department.



第2章ミーティング
~ Meeting ~
2-1 発表
~ Presentation ~
はじめのあいさつ
~ Opening talk ~



1. My name is Hiroshi Tanaka. I'm a member of the Product Development Department.
2. Today, I'll explain a variety of functions of our new product.
= I'm here today to demonstrate some functions in our product.
3. I'm pleased to have this chance to speak to you.
= I'm very glad that I was given a chance to talk with you.
= Thank you for giving me this opportunity to speak to you.
4. I'm the project manager of this product.
= I'm responsible for the development of this product.
= I'm in-charge of the product development.
5. I've been involved in this project from scratch.
= I've been working on this project from the beginning.
= I've been a part of this project when it started.
6. Today, I'll speak to you on behalf of all the staff in the Product Development Department.
= In behalf of Product Development Department, I'm honored to have you all.
7. We've been working on this project day and night.
= We work on this project all time of the day.
8. It's my great honor to tell you about our new product today.
= it's my great pleasure to share to you our new product.
9. I'm sure it will be of interest to you.
= I'm sure you will be interested in it.
= I'm sure you will find it interesting.
= I'm sure you will be interested.



自社の紹介

~ Own Company Introduction ~



1. First, let me explain about our company.
 - = Before anything else, let me tell you about our company.
 - = I'd like to start with an introduction about our company.

2. We're one of the leading manufacturers of electric appliances.
 - = Our company is known when it comes to electric appliances.
 - = We are famous enough in the world of appliances.

3. ABC Corporation is a young and a growing software company.
 - = Our company is new yet growing.
 - = Our company will soon become global.

4. We're one of the group companies of XYZ Electric.
 - = We belong to XYZ Electric Group.
 - = We are affiliated with XYZ Electric Group.

5. We're ranked third in the Sales of Medical Equipment in Japan.
 - = We're on the top 5 in Sales of Medical Equipment in Japan.

6. We have over 30 years experience in the field of health care.
 - = We've been in the health care business for over 30 years.
 - = We've been accountable for 30 years in business.

7. We're known for a variety of innovative services.
 - = The company is known for its big success in the VCR business.
 - = The company is famous for its innovative services.

8. Our technology has been highly recognized.
 - = We are recognized not only in Japan but all over the world.
 - = We are highly recognized all over the world.

自社の紹介

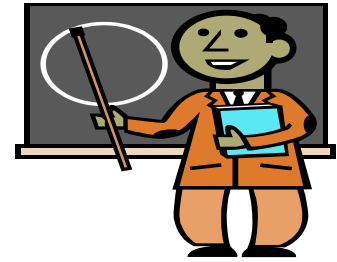
~ Own Company Introduction ~



1. We're known as the leading company in the field of image processing.
= Mr. Ikagi is famous when it comes to image processing.
EX) He is known as the right hand of the president.
2. We specialize in mobile communication.
= We are expert in mobile and wireless communication.
= Our specialty is mobile communication.
3. Our company is a pioneer in the field of e-commerce.
= We are known in the field of e-commerce.
4. We've been doing business in the U.S. for over ten years.
= We have business experience in the US for more than ten years.
5. We extended our business to the U.S. market last year.
= We advanced into the U.S. market last year.
6. We have a global sales network.
= Our sales network covers the world.
7. We have offices in the U.S., Germany and Hong Kong.
= Our company expands in U.S. and in Europe.
= We have branches in U.S. and in Europe.
8. We're in partnership with XYZ Corporation.
= We have a business alliance with XYZ Corporation.
9. We've been supplying products to major computer companies.
= We supplied the top Computer Companies in the world.
= We've been supplying major companies for 20 years.



商品を紹介する
~ Product Presentation ~



1. Today, I'd like to introduce to you our new product.
= Ladies and gentlemen, I'd like to introduce to you our new product.
2. This is our newest product.
= Here's our latest product. Take a look on this.
3. We've developed a new type of product.
= We have a new kind of product at its best.
4. It employs the most advanced technology.
= It features the best technology ever.
= It features the latest innovations of advanced technology.
5. I'd like to explain what this product can do.
= Let me explain the functions of this product.
6. It took us more than 2 years to develop it.
= We developed this product for more than two years.
= We spent more than 2 years developing it.
7. This is a revolutionary new product.
= This is an innovative new product.
= This is the best product when it comes to technology.
8. It has a number of unique features.
= It features a variety of styles and uses.
9. It has a variety of user-friendly functions.
= This product is very easy to use.
10. It'll change the image of mobile communication.
= It will surely change the mobile communication world.
= It'll bring a new image to mobile communication.



商品を紹介する
~ Product Presentation ~



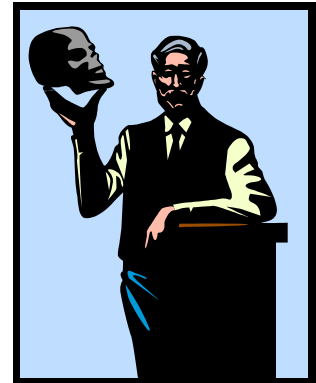
1. Compared with the previous model, the new model is easier to use.
= The new model is more easy to use.
2. It's available in a variety of sizes and colors.
= We have a variety of sizes and colors.
= It offers a unique style and colors.
3. We have three different models to choose from.
= It offers 5 various models to choose from.
4. It'll be on sale next week.
= It'll go on the market next week.
= It'll be out in the market next week.
5. A great demand is expected for this product.
= There should be a great demand for this product.
= We expect a great demand on this product.
6. We've already received a lot of inquiries.
= We already entertained lots of callers about this.
7. We expect it to be a bigger hit than the previous model.
= It's expected to be a bigger success than the previous model.
8. It's already been sold in Japan and well received.
= There is a great demand of our product here and in U.S.
9. We're confident that this product will be highly valued.
= We know that this product will really hit the market.
10. This product is expected to be popular with young consumers.
= Because of its new style, young consumers will love this too.

試作品などを使って
~ Product Demonstration ~



1. Now, let me show you how it actually works.
= Now, take a look on how it works.
2. I'll do -a quick demonstration.
= Let me do the short demonstration.
3. I'll explain how to use it.
= I'll tell you what are its uses and how to use it.
4. This is very easy to operate.
= It is very user-friendly.
= This is very easy to use.
5. The biggest advantage of this product is that, it's easy to handle.
= The highest edge of this product is its being easy to use.
6. All you need to do is to press this button.
= All you have to do is press the button and follow the instructions.
= All you need to do is to fill in this form and mail it to us.
7. This new software processes the data impressively fast.
= You'll be impressed with how fast this new software processes the data.
= You'll be impressed with the speed at which this new software processes the data.
8. Compared with the products of our competitors, the difference is clear.
= It has clear advantages over the products of our competitors.
= It has a very high quality compared to other products.
9. Let me show you some other advantages.
= Here are some advantages of our product.

試作品などを使って
~ Product Demonstration ~



1. As you can see, our product is much smaller and lighter than our competitors.
= There is a big difference when it comes to size and weight.
2. I'd like to show you the difference between our previous model and the new model.
= I'd like to show you how the new model has changed from our previous model.
3. The new model has some new functions.
= Some new functions have been added to the new model.
= The new model has many features than the old one.
4. Please look at this graph.
= Try to look at this graph
= Please observe the graph.
5. This chart shows total sales volume of digital cameras.
6. As you can see, it's been growing steadily in these five years.
= It's shown steady growth in these five years.
7. The pie graph here shows the market share of each manufacturer.
8. These figures confirm that our product is very durable.
= These figures confirm the high durability of our product.
9. The brochure covers all the features of this product.
= You can see on the brochure the features of our product.
= In the brochure, you can see all the features of this product.

問い合わせる

~ Questions about Product Demonstration ~



1. When will you launch this product?
= When are you planning to launch your product?
= When will you put this product on the market?
2. When will you start shipment?
= When will you deliver your product?
3. What's the suggested retail price?
4. Is production going well?
= How's the production going?
5. How large is the potential market of this product?
= What do you think about the market size of this product?
= What is the expected market size of this product?
6. How many potential users do you expect?
= What is the range of your potential user?
7. Who are the main targets of this product?
= Who are the targets of this product?
EX) It's mainly for young consumers.
8. What's the biggest advantage of this product?
= What do you think is the edge of your product?
9. What's the advantage of this over the products of ABC Company?
= What's the percentage rate of your product over the other?

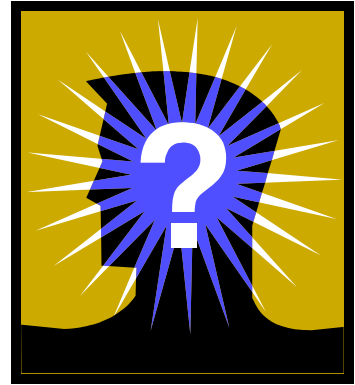
問い合わせる

~ Questions about Product Demonstration ~



1. What's the major competition for this product?
= Who are your close competitors?
2. How is it improved from the previous model?
3. Could you explain the difference between the new model and the previous model?
4. How did the customers react about your product?
= What are the feedbacks of the customers about your product?
5. I'd like to ask about after-sale service.
= Could you explain about after-sales service?
= How is your warranty differs from other product?
6. What kind of warranty do you provide?
EX) This printer is still under warranty period.
7. How long is the warranty period?
= What's the term of guarantee?
8. How much is the running cost of this equipment?
= How much is the cost of this equipment?
9. I'd like to know about your customer support system.
= What are your guarantees about customer support system?

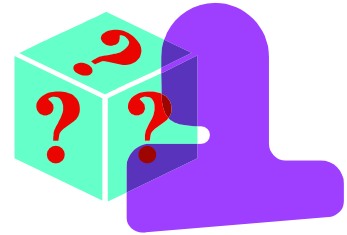
質問に应答する
~ Q & A ~



1. Do you have any questions?
= Are there any questions?
= I will still entertain questions.
2. Do you have any questions at this point?
= You can ask questions about the product
3. I'd be happy to answer any questions you may have.
= I'm willing to answer all your questions.
4. Now, I'd be happy to answer your questions.
= Any questions about the product?
5. Please raise your hand if you have a question.
6. The first question was how we improved the processing speed.
= Your question is about the data capacity. Am I correct?
7. Is that right?
8. That's a good question.
= That's a good point.
= That's a very interesting question
9. I'm sorry, but I'm not sure about that.
= I'm sorry, but I don't know the answer to your question.
= I'm sorry, your question is beyond my reach.
10. I'll check on that matter and respond to you later.
= I'll just call your office about that matter.



質問に回答する
~ Q & A ~



1. It hasn't been decided yet.
= We haven't decided that yet.
2. We're still working on that point.
= It's still an ongoing process.
3. We expect that it will be resolved soon.
= We hope to resolve it soon.
4. Mr. Ando will answer this question.
= I think Mr. Ando is the right person to answer this question.
5. Is my answer satisfactory?
= Is this what you wanted to know?
= Did my answer satisfy your question?
6. I hope I answered your question adequately.
7. Shall I explain to you a little further?
= Would you like me to explain a little further?
8. Any other questions?
= Do you have any other questions?
9. If you don't have any questions, I'd like to move on to the next topic.
= If you don't have any questions, let me go on to the next subject.
10. If you have further questions, please contact our Public Relations Department.
= If you have any questions, you can email me at 112_333@yahoo.com.jp



終わりのあいさつ
~ At the end of Presentation ~



1. These were the main points that I wanted to explain today.
= Actually, these are the important things I want to share today.
= I think I've covered all the main points for today.
2. We highly recommend this product.
= This product is good. We recommend this to your company.
3. I'm sure that this product will bring tremendous benefits to you.
= We're certain that this product will be of much advantage to you.
4. We're sure that you'll be satisfied with this product.
= We are certain that this product would be of great help.
5. We're certain that it'll be widely accepted by consumers.
= It is expected that it will be accepted by the consumers.
6. We're doing our best to make this product a success.
7. Thank you for your interest in our new product.
= I appreciate your interest in our new product.

終わりの挨拶

~ At the end of Presentation ~



1. Thank you for your time and attention today.
2. If you have further questions and comments, we'd be happy to hear them.
3. I'm very thankful to have you here.
4. I'm very honored by your attendance today. Thank you.
5. If you have comments about the product, please call to our office.
= For comments or suggestions, please contact our office.
6. Thank you for coming.
= I hope you enjoy the presentation.
7. It's been my pleasure to have you all here.
8. Thank you for listening to my presentation.
= We hope to serve you soon. Thank you.
= We hope to have you soon as one of our customers.